

The Washington City Council met in a regular session on Monday, September 22, 2014 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Bobby Roberson, Mayor Pro tem; Doug Mercer, Councilman; William Pitt, Councilman; Richard Brooks, Councilman; Larry Beeman, Councilman; Brian M. Alligood, City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

Also present were: Matt Rauschenbach, Administrative Services Director/C.F.O.; Stacy Drakeford, Police & Fire Services Director; Robbie Rose, Fire Chief; Allen Lewis, Public Works Director; Lynn Wingate, Tourism Director; Gloria Moore, Library Director; Susan Hodges, Human Resources Director; John Rodman, Community & Cultural Resources Director; David Carraway, IT Director and Mike Voss, Washington Daily News.

Mayor Hodges called the meeting to order and Mayor Pro tem Roberson delivered the invocation.

Councilman Pitt called for a moment of silence in memory of Thomas Saccio.

APPROVAL OF MINUTES:

By motion of Mayor Pro tem Roberson, seconded by Councilman Mercer, Council approved the minutes of September 8, 2014 as presented.

APPROVAL/AMENDMENTS TO AGENDA:

Councilman Mercer requested discussion on item D and E on the consent agenda following the approval of item A, B, and C.

Councilman Mercer requested adding an appointment to the Warren Field Airport Advisory Board.

By motion of Councilman Mercer, seconded by Councilman Brooks, Council approved the agenda as amended.

CONSENT AGENDA:

By motion of Councilman Mercer, seconded by Councilman Brooks, Council approved the consent agenda inclusive of A, B, and C as amended.

A. Adopt – Budget Ordinance Amendment for Airport Pavement Rehabilitation Grant

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE OF THE CITY OF
WASHINGTON, N.C. FOR THE FISCAL YEAR 2014-2015**

BE IT ORDAINED by the City Council of the City of Washington, North Carolina:

Section 1. That the Estimated Revenues in the Airport Fund be increased in the following accounts and amount:

37-90-3991-9910	Fund Balance Appropriated	\$ 1,120
37-90-3490-0009	Grant Funds 36237.38.10.1	<u>10,093</u>
	Total	\$11,213

Section 2. That account number 37-90-4530-4515, Grant Funds 36237.38.10.1, Warren Field Airport Department of the Airport Fund appropriations budget be increased in the amount of \$11,213 for the FY 2013-2014 project carry forward of Vision 100 grant projects.

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 22nd day of September, 2014.

ATTEST:
s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

B. Adopt – Budget Ordinance Amendment for the Historic Preservation Fund Grant

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE OF THE CITY OF
WASHINGTON, N.C. FOR THE FISCAL YEAR 2014-2015**

BE IT ORDAINED by the City Council of the City of Washington, North Carolina:

Section 1. That the Estimated Revenues in the General Fund be increased in the following accounts and amount:

10-10-3491-3302	Historic Preservation Grant	\$11,000
10-00-3991-9910	Fund Balance Appropriated	<u>4,000</u>
	Total	\$15,000

Section 2. That account number 10-10-4910-0400, Professional Services, Planning/Zoning Department of the General Fund appropriations budget be increased in the amount of \$15,000 to provide funds to update the National Historic Registry nomination.

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 22nd day of September, 2014.

ATTEST:
s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

C. Adopt – Job Creation Grant Project Ordinance Amendment

**AN ORDINANCE TO AMEND THE GRANT PROJECT ORDINANCE FOR THE
CDBG FOR JOB CREATION (SBEA) GRANT
GRANT AWARD #11-C-2340
CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2014-2015**

BE IT ORDAINED by the City Council of the City of Washington, North Carolina:

Section 1. That the following accounts in the Job Creation grant be increased or decreased by the following amounts to close out this grant:

57-60-4930-0400	Administration	\$ 2,000
57-60-4930-0405	Planning	(2,000)

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall become effective upon its adoption.

Adopted this the 22nd day of September, 2014.

ATTEST:
s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

DISCUSSION: ADOPT 15TH STREET SIDEWALK BUDGET ORDINANCE AMENDMENT

Councilman Mercer requested clarification on the City’s match regarding sidewalks. City Manager, Brian Alligood voiced sidewalks are always an 80/20 match whenever you install sidewalks on State roads. This falls under the State Sidewalk Program.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council adopted the 15th Street Sidewalk Budget Ordinance as presented.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2014-2015**

BE IT ORDAINED by the City Council of the City of Washington, North Carolina:

Section 1. That the Estimated Revenues in the General Fund be increased in the following accounts and amount:

10-00-3991-9910	Fund Balance- Powell Bill	21,000
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Section 2. That account number 10-20-4511-4500, Street Paving, Powell Bill Department of the General Fund appropriations budget be increased in the amount of \$21,000 to provide the City's 20% match of the DOT sidewalk portion of the 15th Street project.

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 22nd day of September, 2014.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

DISCUSSION: APPROVE PURCHASE ORDERS >\$20,000

Councilman Mercer expressed concern with vehicle #613 saying he opposed to upsizing of any vehicles. Mr. Allgood explained it was taking two vehicles to move equipment for the underground crew. The new vehicle will be able to pull the trailer that has the equipment on it as well as the crew members. This will eliminate the need for two vehicles. Mayor Pro tem Roberson said he understood it would be two for one ~ we are replacing two vehicles with the one. Mr. Allgood explained the crew was borrowing another vehicle to move the equipment. Councilman Brooks inquired if the new truck would allow you to transport the crew and the load at the same time instead of using two trucks to do it and Mr. Allgood responded 'yes'.

By motion of Councilman Brooks, seconded by Mayor Pro tem Roberson, Council approved purchase orders >\$20,000. Motion carried 4-1 with Councilman Mercer opposing.

- Requisition #15155, \$31,251.20, to Hughes Supply Group to purchase cable for the Hwy 17 bore project, account 35-90-8390-5601. \$43,000 was budgeted for the materials of this project.
- Requisition #15169, \$35,014, to Capital Ford and #15170, \$13,209.29, to Quality Truck Bodies for the purchase of a F350 crew cab truck, account 35-90-8390-7401. \$50,000 is budgeted for vehicle #613 and is being purchased off of State contract.

COMMENTS FROM THE PUBLIC:

Ms. Patty Peebles representing the Optimist Club, expressed the Club understands it is necessary to increase fees for maintenance of the fields and they appreciate being able to use the Susiegray Complex. She requested Council take into consideration when doing the fees that the Optimist Club currently charges \$30 per child and any increase, especially if it is \$30, will double what the current cost is for participants in the program. Also, it was noted that soccer has 550 children participating with approximately 12 receiving scholarships, the program currently has a shoe-exchange program for 5-6 years of age participants.

Mr. Ray Pippin and Mr. Keith Mitchell representing the Washington Youth Football League expressed they were asked about partnering with the City on the football program. During the last 7-8 years, the League has been maintaining the football fields and facilities within their own group. Once their activities ended the City would take on maintaining that field (basically six months). The League

charges \$50 per child for tackle football and \$35 per child for flag football. Several of the kids are on scholarships due to lack of funds. The Housing Authority covers expenses for children participating from their facilities.

If the League decides to partner with the City, we don't know how many kids will be able to afford to pay above the current \$50 charge. The fee was increased from \$45 to \$50 last year to help offset some of the expenses. The League doesn't want to create a hardship for the participants if they partner with the City.

Councilman Mercer voiced by the City working independently from the League whatever the City does will not have any impact on any of the League activities. Councilman Mercer stated the League leases Kugler Field from the School Board for six months of the year so this is a relationship between the League and the School Board. Mayor Hodges commented that the school owns Kugler Field and the Football League operates independent of the City. Discussion continued regarding Kugler Field and the proposed increase in fees for recreation programs.

Councilman Pitt inquired how many kids are currently in the football program and the representatives stated 211 averaging about 220 – 225 over the last four years. Mr. Mitchell stated currently they have eight tackle teams and four flag teams.

PUBLIC HEARING ON ZONING: NONE

PUBLIC HEARING – OTHER: NONE

SCHEDULED PUBLIC APPEARANCES:

BETH BYRD & BOB HENKEL – HARBOR DISTRICT FLAG PROGRAM

Washington Harbor District Alliance's Flag Program has been in service since its inception in June of 2011. The program has grown over the years. Bob Henkel and I would like the opportunity to review the program to date and to get approval for a change in scheduling for next year.

In the beginning, the program just featured American flags on Main and Market Streets. We have over 100 flags on display which includes Bridge Street, Main Street, Market Street, Stewart Parkway and Water Street. The flags on Water Street are U.S. and "76" flags. The "76" (1776) flags are particularly relevant to Washington's history. This year, flags representing the 50 states of the United States of America were added and have been extremely popular. The flags are welcoming to all the visitors to Washington and to all those who have moved from other states in order to make Washington their home.

The Washington community has been very supportive of the flag program. Many businesses and scores of individuals have donated to the program. \$6,593.00 has been raised & spent on the program.

Businesses include:

Apollo's Steakhouse	Lee Chevrolet
Beaufort County Arts Council	LithoGraphix
Big Bargain Furniture	Little Shoppes of Washington
Bradley Living Trust	Old Ford Ruritan Club
Century 21 The Realty Group	Potash Corp
Coldwell Banker Coastal Rivers Realty	Rich Company
First Bank	Select Bank and Trust
Frank's Jewelers	Stewart's Jewelry Store
Stephan P. Graves	L. Thomas & Associates
Grub Brothers Eatery	Washington Area Historic Foundation
Hodges Appraisals	Washington/Beaufort County Chamber
Inner Banks Artisans Center	of Commerce
Keech & Company	Washington Harbor District Alliance
La Bella Pizzeria	Washington Jewelers

Mr. Henkel explained most of the flags are still up but the ones on Water Street were taken down at the request of the City. The reasoning behind this was the poles didn't have proper support on the light fixture for flags. Current flags will be taken down during the week of September 23rd. Flags will

be flown during the following times:

- October 17th - Smoke on Water Parade (Flag Walk)
- November 24th through December 29th
- U.S. and “76” flags up the week of February 10th for Presidents’ Day and Flag Day. Taken down after February 24th
- Music in the Streets - May 15th thru September 14th (this covers Memorial Day, 4th of July, Labor Day and September 11th)

Mr. Henkel stated they will be acquiring new flags during the summer and the cost of the flags are as follows: \$1200 for a set of State flags and \$800 for US & “76” flags. Funds will be raised for this expense and no funds have been requested from the City for this program. Mayor Hodges stated the flags looks great and he has only heard positive comments regarding the program.

TIMMY BAYNES – MID-EAST COMMISSION UPDATES

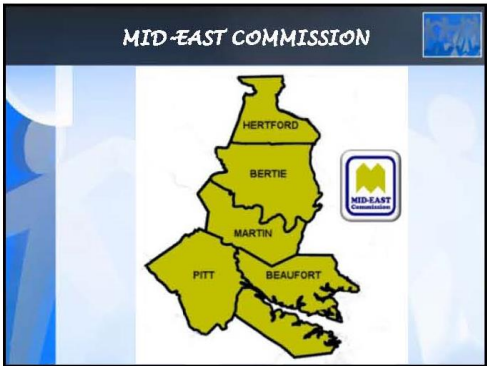
Executive Director, Timmy Baynes reviewed the Mid-East presentation:



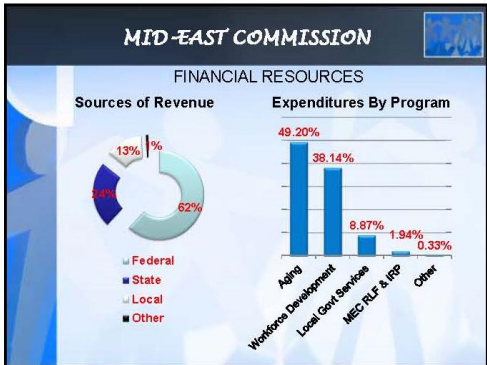
MID-EAST COMMISSION				
Beaufort County	Bertie County	Hertford County	Martin County	Pitt County
Aurora	Askewville	Ahoscie	Bear Grass	Ayden
Bath	Aulander	Cotfield	Everetts	Bethel
Belhaven	Colerain	Como	Hamilton	Falkland
Chocowinity	Kelford	Harrellsville	Hassell	Farmville
Parkego	Lewiston	Murfreesboro	Jamesville	Fountain
Washington	Woodville			
Washington Park	Powellsville	Winton	Oak City	Greenville
	Roxobel		Parmele	Gritton
	Windsor		Robersonville	Grimesland
			Williamston	Simpson
				Winterville



MID-EAST COMMISSION	
PROGRAMS OF WORK	
<ul style="list-style-type: none">Area Agency on Aging<ul style="list-style-type: none">HCCBGLTC OmbudsmanFamily Caregiver SupportEvidence Based Health PromotionsSenior Medicare PatrolCommunity Resource ConnectionsHUD Approved Housing Counseling Agency for Reverse Mortgage CounselingAdministration<ul style="list-style-type: none">Financial and Administration AssistanceHR AssistanceMeeting Facilitation	<ul style="list-style-type: none">Community & Economic Development<ul style="list-style-type: none">EDDRegional CEDSSmall Business Loans ProgramGrant research and application assistanceGrant administration<ul style="list-style-type: none">IDF, NC Rural Center, CDBG, EDA, Golden LEAF



MID-EAST COMMISSION	
PROGRAMS OF WORK	
<ul style="list-style-type: none">Mid-East Development Corporation<ul style="list-style-type: none">Non-profit owner of 3 multi-unit housing properties (Ahoscie & Farmville)Seniors' Center in BelhavenPlanning Department<ul style="list-style-type: none">RPO – Mid-East & Peanut BeltPlanning Assistance:<ul style="list-style-type: none">Regulation / OrdinanceUpdates and developmentRecreation PlansHealthy / Active LivingGIS	<ul style="list-style-type: none">Workforce Development<ul style="list-style-type: none">NC Works (JobLink) Career Centers<ul style="list-style-type: none">Job FairsOJT- Work ExperienceJob Placement assistanceAdults / Dislocated WorkersYouth ages 16-21Business Services:<ul style="list-style-type: none">Incumbent WorkersJob ProfilingCareer Readiness CertificatesRapid Response – Plant Closures / Major Layoffs



Councilman Mercer stated Mid-East staff is having a meeting in each County. Councilman Pitt commented and requested Mr. Baynes to advise where the Employment Commission is now located. Mr. Baynes stated it is located in the Mid-East Building at 1385 John Small Avenue (NC Works Job Link Center).

CORRESPONDENCE AND SPECIAL REPORTS:

MEMO: INTERNET SERVICE PROVIDER (ISP) SPEED INCREASE

(begin) In an increasing effort to provide the City of Washington technology needs at the most cost effective means, the city has been offered from our ISP (internet service provider) Suddenlink; at a discounted rate, to increase our internet speed to 25 MBs. Our current speed is 15 MBs for \$850/month. For the increased speed, our monthly cost will increase \$300 to \$1150/month. The increased funds will be covered by our PEG Channel. We make the move in anticipation of increased use of “cloud” technologies coupled with our network demands of voice & data with evolving software need in future growth.

Mayor Pro tem Roberson requested some clarification on the cost of the service and Mr. Alligood stated is it a \$300 increase from where it is now. (memo accepted)

MEMO: BUDGET TRANSFER – LIBRARY MAINTENANCE AND CONTRACT SERVICES

(begin) The patron virtualization project at Brown Library is budgeted for \$25,000. Bids came in at \$7,929 and \$3,025 was used to repair the Library shed. During the budget process, the budget was trimmed too lean. In hindsight, we are now realizing this. For example, Southern Elevator and Turner Pest Control Maintenance Service alone cost \$2,436 per year. In addition, the budget does not allow for non-contract repair services. The Library carpet which was installed in January 2006 was not budgeted in this fiscal year but is badly in need of professional cleaning. Staff recommends and additional \$3,300 of the available balance from PC virtualization project be used to provide adequate funding.

Brown Library Contract Services were also reduced from \$32,000 to \$20,000 in anticipation of a \$13,126 cost savings in automation by migrating to NC Cardinal. Unfortunately, the migration has been delayed more than 3 times, resulting in additional cost for the City. The projection date is now June 2015. The \$20,000 budget we currently have is adequate to pay contract services for Library Corporation (\$7,607.41) and SoundSide Group (\$12,240). However, it does not include maintenance contracts for our library security gates (\$1,532), Barracuda web renewal (\$1,011), and air condition maintenance (\$1,055). Staff recommends an additional \$3,500 of the available balance from PC Virtualization project be used to adequately fund this budget line item.

Councilman Mercer requested clarification and asked if this changes the scope of the virtualization project and Mr. Alligood responded ‘no’. Councilman Mercer inquired who was the contract with and Mr. Alligood said the contract is with Soundside. Councilman Mercer asked if the virtualization project is with Soundside, then why do we have an additional \$12,000 contract with them. Mr. Alligood stated they did additional work for the City under the scope of our regular maintenance with them. This project was put out under a separate bid and the City received two bidders: Soundside and VC3. (memo accepted)

Request for Transfer of Funds

From: 10-40-6110-7400	Capital Outlay	\$6800
To: 10-40-6110-1500	Building Maint.	\$3300
10-40-6110-4500	Contract Services	\$3500

MEMO: BUDGET TRANSFER – GENERAL FUND WAREHOUSE

(begin) The Budget Officer transferred \$3,850 of funds between the Miscellaneous and Warehouse Departments of the General Fund appropriations budget to replace a 20 year old HVAC unit. The unit was planned for replacement in next fiscal year but the compressor failed. Three bids were received to replace the unit and the low bid was less than the replacement cost of the failed compressor.

NCGS 159-15 states that this shall be reported to the Council at its next regular meeting and be entered in the minutes. Transfer request is attached and the memo was accepted:

Request for Transfer of Funds

From: 10-00-4400-5701 Miscellaneous \$3850
To: 10-00-4131-1500 Building Maint. \$3850

MEMO: RECREATION FEE COMMITTEE – SPORTS FACILITY

(begin) The Recreation Fee Review Committee has concluded the review of the sports facility and other facility rental portions of the Recreation Department and recommends:

- \$30 per participant fee (same amount that was charged prior to the “kids play free” program approved by Council) as a means of helping offset some of the costs of maintaining the fields instead of increasing the use of tax dollars
- No change in facility rental fees for residents and non-residents charged two times the resident rate

The sports leagues were invited to participate in a review and discussion of the process and recommendation with the committee. All leagues attended with the exception of basketball and Junior Babe Ruth. The baseball and softball leagues were OK with the fee however the soccer league felt it would deter their kids from being able to participate. The football league, which currently operates on its own, attended as well so they would be included and aware of our discussions. They expressed concerns as well that if they did come under the City facilities, like the other leagues do, that the additional fee would deter their kids from being able to participate as well. The leagues have been invited to attend this Council Meeting.

The cost analysis, approach, and various alternatives considered are attached.

Recreation Department Cost

Total Department	
Administration	155,451
Events& Facilities	176,075
Senior Programs	203,305
Waterfront Docks	127,400
Aquatic Center	310,599
Maintenance	547,423
Total	1,520,253

Recreation Facility Cost w/ Maint. & Admin. Allocation

	%		
	Public	Sports	Total
Administration	5,182	46,635	51,817
Maintenance	328,948	163,732	492,680
Events & facilities	52,823	123,253	176,075
Total	386,953	333,620	720,572
	54%	46%	100%

Total Cost	Public	Sports
33%	10%	90%
90%	67%	33%
100%	30%	70%
	54%	46%

9/8/2014

Recreation Net Cost & Utilization

Financials						
	Revenue	Expenditure	Allocation		Total Expenditure	Net Cost
			Recreation Admin	Parks & Grounds		
Recreation:						
Administration		155,451	(155,451)	0	0	0
Events & Facilities	37,500	176,075	51,817	492,681	720,573	(683,073)
Senior Programs	41,180	203,305	51,817	10,948	266,070	(224,890)
Waterfront Docks	51,175	127,400	0	21,897	149,297	(98,122)
Aquatic Center	102,660	310,599	51,817	21,897	384,313	(281,653)
Maintenance	0	547,423	0	(547,423)	0	0
Total	232,515	1,520,253	0	0	1,520,253	(1,287,738)
Service utilization						
Residents					9,740	
Net cost/resident:						
Facilities					70	
Senior Programs					23	
Waterfront Docks					10	
Aquatic Center					29	
Total					132	
Property Tax Equivalent:						
Total tax collection					4,359,618	
Recreation subsidy %					30%	
Equivalent \$/\$100 valuation					0.16	
City tax rate					0.50	

Utilization		
City	County	Total
341,536	341,536	683,073
112,445	112,445	224,890
49,061	49,061	98,122
140,826	140,826	281,653
643,869	643,869	1,287,738
50%	50%	100%
9,740	47,854	57,594
35	7	12
12	2	4
5	1	2
14	3	5
66	13	22

Youth League Overview

	Participants	Teams	Games	Season		Months	Facility					Lights
							Complex	3rd St	JC Tayloe	BA Gym	Kugler	
Soccer	540	45	300	September	November	3	X					
Basketball	444	37	226	December	March	4				X		X
Girls softball (5-16)	240	20	119	March	July	5	X		X			X
Cal Ripken (4-12)	300	25	167	March	July	5	X	X	X			X
Jr Babe Ruth (13-15)	48	4	20	May	June	3	X					X
Fall Baseball (7-12)	85	8	43	September	October	2	X	X				X
Total	1,657	131	832									
Football	180			September	November	3					X	
Grand total	1,837	131	832									

Fee Structure Alternatives

Participant Fee Basis	Cost Recovery %			
	100%	50%	25%	
w/o football				
Soccer	101	50	25	50% rate
Basketball	250	125	63	
Girls softball (5-16)	250	125	63	
Cal Ripken (4-12)	250	125	63	
Jr Babe Ruth (13-15)	250	125	63	
Fall Ball (7-12)	250	125	63	
Average	201	101	50	
w/ football				
Soccer	91	45	23	50% rate
Basketball	240	120	60	
Girls softball (5-16)	240	120	60	
Cal Ripken (4-12)	240	120	60	
Jr Babe Ruth (13-15)	240	120	60	
Fall Ball (7-12)	240	120	60	
Football	91	45	23	50% rate
Average	182	91	45	

Facility Usage Basis			
w/o football			
Soccer	54,362	27,181	13,590
Basketball	111,003	55,502	27,751
Girls softball (5-16)	60,002	30,001	15,000
Cal Ripken (4-12)	75,002	37,501	18,751
Jr Babe Ruth (13-15)	12,000	6,000	3,000
Fall Ball (7-12)	21,251	10,625	5,313
Total	333,620	166,810	83,405
w/ football			
Soccer	49,035	24,518	12,259
Basketball	106,624	53,312	26,656
Girls softball (5-16)	57,634	28,817	14,409
Cal Ripken (4-12)	72,043	36,021	18,011
Jr Babe Ruth (13-15)	11,527	5,763	2,882
Fall Ball (7-12)	20,412	10,206	5,103
Football	16,345	8,173	4,086
Total	333,620	166,810	83,405

Implementation of Flat Participant Fee:

	\$/Participant	\$	% Recovery
Year 1	30	55,110	17%
Year 2	35	64,295	19%
Year 3	40	73,480	22%
Year 4	45	82,665	25%
Year 5	50	91,850	28%
Year 6	55	101,035	30%
Year 7	60	110,220	33%

	Liability/Officer Coverage	Background Checks	League Fees to "Parent" / Supporting Organization	Equipment Cost	Uniforms	Trophies	Official Fees (umpire, scorekeepers, referees)
Cal Ripken Baseball (4-12 Years)	\$2,000.00	\$100.00	\$3,000.00 \$4080.00	\$2,750.00	\$5,800.00	\$2,500.00	\$17,000.00
Softball League (4-18 Years)	See League Fees	free website	(Insurance costs are included in this number)	\$4,000.00	\$8,121.00	\$2,900.00	\$6,500.00
Junior Babe Ruth Baseball (13-15 Years)	no information at this time						
Washington Youth Basketball	\$1,832.00		\$45.00		\$3,146.00	\$2,319.00	\$19,530.00
Soccer	\$4,980.00	\$2,000.00		\$7,000.00	\$6,500.00	\$2,500.00	\$1,300.00
Washington Youth Football League*	\$5,300.00	free website	\$6,600.00	\$200 / player	included with equipment cost		included in League Fees

*Football - For safety purposes, the players are outfitted by the League for their equipment.

Councilman Mercer expressed concern with some of the numbers/fees and or expenses presented especially on the box labeled utilization (the cost is split 50/50 between City and County) and Mr. Alligood explained this was just a number staff agreed on internally. Mr. Alligood noted an approximation on usage was for the facility. The process used by staff was reviewed with Council.

City Manager, Brian Alligood suggested the issue before us is whether to impose a fee or use tax dollars to pay for maintenance of the City’s Recreation Facilities, including those used by sports leagues. Council members noted that some sports programs that use City facilities have many players

who do not live in the City but use City facilities while playing sports ~ their parents are not taxpayers of the City.

Mr. Alligood also noted we are looking at a possible 1½ cent tax increase due to the loss of revenue from privilege license. We need to find the money to cover the loss of privilege license fees – we have to fill in the hole somehow. Mr. Alligood voiced this is a policy decision for Council, the \$30 fee per play that City staff recommends imposing recovers 17% of the cost associated with the leagues using City’s facilities. It’s as easy as saying you’ve got to decrease expenses or you have to increase revenues.

Mr. Alligood voiced two recommendation came out of the Recreation Committee meetings (which consisted of two City Council members, Recreation Advisory Committee representatives, Leagues representatives, and staff):

1. \$30 per participant fee with scholarships provided by the City (the \$25 the league charge allows the kids to play and allows them to use the facility at no cost “Kids play Free”)
2. Facility rentals ~ Mr. Alligood stated facility rental is currently the same for non residents – City residents are paying taxes to support the facility.

Mr. Alligood said if Council decided not to act on any of the recommendations tonight, staff would request some action from Council within the next 60 days. Staff will need to give the leagues enough time to sign up the kids for next year.

The next step will be to take a look at the Aquatics Center, Senior programs, and Waterfront docks. Mr. Rauschenbach will review the formulas used with Councilman Mercer and Mayor Pro tem Roberson. Mayor Hodges suggested working on scholarships for participants and to contact other leagues referencing number of potential dropouts due to fee increases.

Councilman Brooks said that since the committee members had met and presented Council with two recommendations, he would like to request direction from Council on how to proceed from here. Council requested more information before deciding whether to bring back a \$30 per player fee (amount that was charged prior to the City Council’s approval of “Kids play free”) that was recommended as a way to help offset some of the costs associated with maintaining the sports facilities instead of increasing the use of tax dollars to pay for such costs. Council agreed this was a good report and specifically requested staff provide more information concerning how imposing the fee could increase the need for scholarships in order to allow underprivileged children to play. Discussion of this issue will resume at the Monday, October 6, 2014 Council meeting.

Councilman Pitt inquired if the Basketball League had been a part of the discussion and Mr. Alligood stated they were invited but didn’t make it to the meeting. Ms. Yolanda Parker representing the Basketball League shared that basketball participation has doubled (415-425 players) since the \$30 fee was removed and they would lose about half of the children with this fee increase. Citizens and Washington Housing Authority sponsored the less fortunate children in order to allow them the opportunity to play. Ms. Parker stated without the scholarships their participants would probably fall to about 200 kids. Also, there are now some kids who want to come and play that don’t live in Beaufort County (Williamston, Windsor, etc). There are 37 teams playing 226 games with both males and females playing. The females range from 5-14 and the males 5-15 before they age out.

REPORT: LOAD MANAGEMENT DEVICE INSTALLATION
FOR THE MONTH OF AUGUST (*accepted as presented*)

Load Management Device Installation Project Report			
Project Start Date : October 2010			
	August 2014	Project to Date	Current Saturation
Total Load Management Device Installations	82	2,945	
Total Accounts Added with Load Management	54	2,114	
Appliance Control Installations			
Air Conditioner / Heat Pump	63	2,203	48%
Auxiliary Heat Strip	16	1,104	48%
Electric Furnace	5	283	43%
Water Heater	33	1,691	53%
Total Encumbrances to Date			
Load Management Devices		\$ 130,600	
Contractor Installations	\$ 15,000	\$ 295,000	
Total Project Encumbrances		\$ 425,600	
Total Expenses to Date			
Load Management Device Purchases		\$ 130,600	
Contractor Installation Expenses	\$ 6,615	\$ 288,300	
Total Project Expenses		\$ 418,900	
Average Cost per Load Management Device Installed		\$ 142.24	
Average Installed Cost per Controlled Appliance		\$ 79.32	
Load Management Devices Remaining in Stock 555			

DISCUSSION: GRANT UPDATES (*accepted as presented*)

Councilman Pitt inquired if we were on schedule with Keys Landing and Mr. Alligood responded 'no' that DCA needed information which Reverend Moore/Metropolitan is providing referencing the first home owner and the City of Washington is waiting for a response from DCA.

Grant Executive Summary
as of 7/31/2014

as of 7/31/2014

Active	Dates				Financials				Deliverable				Compliance Reporting Status	Notes	
	Fund	Grant Description	Award	Expiration	Completion	Revenue		Expense		Metric	Total	Achieved			Bal.
						Budget	Actual	Budget	Actual						
50	CDBG Affordable Housing	04/09/10	10/31/14	10/31/14	227,700	185,719	227,700	185,719	LMI homes	10	5	5	06/30/14	2 add'l homes expected by 10/31, \$26k clawback net of \$30k escrow	
51	Blue Goose	03/01/13	03/01/15	02/01/15	350,000	354,048	350,000	340,000	Jobs (60%LMI)	16	16	0		Job creation targets met, close project in September	
52	Comprehensive Bicycle Plan	05/26/11	12/31/13	06/30/14	35,000	30,430	35,000	32,288				0		Submit updated draft to DOT by August 20th	
55	LDJ Impressions NC One Grant	09/30/13	09/30/16		300,000	-	300,000	-	Jobs/Investment	160	0	160	01/31/14	Jobs created but not since award date	
57	CDBG for Job Creation	07/06/12	01/16/15	07/06/14	200,000	195,539	200,000	196,182	Jobs(7 new/1 ret.)	8	8	0	06/30/14	DOCA monitoring visit 9/26	
61	Pedestrian Plan Grant	05/20/13	09/30/13	12/31/14	10,000	10,000	10,000					0		Plan being drafted, distribute to steering committee	
65	Econ. Development- Spinrite	01/07/12	01/07/15	01/07/15	90,000	90,413	90,000	67,500	Jobs	90	76	14		84% of job target met, 75% reimbursed	
66	Airport Terminal Grant	04/04/13	07/01/15	03/31/15	1,255,902	643,128	1,255,902	303,342				0		Construction begun, complete by January 2015	
67	Fayade Grant Program	07/01/13	06/30/14	06/30/14	20,000	6	20,000	-				0		Two \$2k reimbursements in progress	
69	Way Finding				150,000	150,000	150,000	3,288				0		Design development in progress, public input meeting July 22nd	
71	Airport Lighting Rehab				361,111	36,111	361,111	9,821				0		Executed grant agreement received, initial design begun	
76	EDA Water Projects	09/11/13	03/11/17	02/28/17	1,428,262	706,518	1,428,262	30,127				0		Eng. bid awarded, topo surveys begun, award const. Dec 2014	
77	EDA Sewer Grants	09/11/13	03/11/17	02/28/17	1,423,894	703,974	1,423,894	124,531				0		Eng. bid awarded, topo surveys begun, award const. Dec 2014	
78	Light House RR & Boater Facility	01/17/12	01/17/15	06/30/14	346,507	96,878	346,507	274,810				0		Construction complete, grant agency closeout visits in August	
	CDBG Keyville Rd.	2005	6/4/2013	06/30/16	320,000	320,000	320,000	320,000				0	06/30/14	3 homes in progress, remaining 2 homes complete by 10/31/14	
32	TAG- Sanitary sewer study	05/12/14		09/09/14	35,000	-	35,000	-				0		Engineering study in progress	
10	NC Cardinal	07/01/14		06/30/15	22,345	-	22,345	-				0		Grant awarded, complete by 6/30/15	

Applications	Pre-App	Selected	Final App	Grant	Match	Total	
Public Access- Peoples Pter	2/28/14			120,000	30,000	150,000	Application submitted
Public Access- Havens Garden	5/30/14	6/20/14	9/15/14	180,000	20,000	200,000	May memo to Council
FEMA- turnout wash/dry, vehicle exhaust				399,000	21,000	420,000	Grant awarded 8/15/14
FEMA- Fire vehicle, turnout wash/dry, vehicle exhaust							Not selected, Include In 2015/2016 operating budget
Historic Preservation Grant				14,000	4,000	18,000	Tentatively awarded, inventory/walking tour info development
Police Bullet Proof Vests							

DISCUSSION: PROJECT UPDATES (accepted as presented)

Capital Project Status FY 2014/2015

8/19/2014

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
General Fund:								
IT	10-00-4132-7400	Wireless Bridge- sewer plant	1,206	0	1,206	0	On order	1
		Redundant PRI	6,917	0	6,917	0	In progress complete by end of Sept.	1
		Redundant Cisco phone svr.	19,063	0	19,063	0	In progress complete by end of Sept.	1
		IP addressing	1,520	0	1,520	0	Complete after PRI	1
		Total IT	28,706	0		28,706	0	
Police	10-10-4310-7400	Vehicles #132, 141,148,140	134,000	0	0	134,000	Bid out in September	
Fire	10-10-4340-7400	Thermal imaging camera	8,105	8,094	0	11	Complete	1
		Support vehicle 1	29,500	425	0	29,075	Bid out in September	
		Total Fire	37,605	8,519	0	29,086		
Planning	10-10-4910-7400	Streetscape	25,000	0	0	25,000	Committee formed	
Powell Bill	10-20-4511-4500	Street Paving	469,439	0	211,231	258,208	Complete by December	2
Street Maintenance	10-20-4510-7400	Dump truck #454	75,000	0	62,780	12,220	On order	
Library	10-40-6110-7400	PC virtualization	25,000	0	7,929	17,071	On order	
Outside Agency	10-40-6170-9113	Veterans Park Sign	6,920	0	2,520	4,400	Block work completed	1,2
Waterfront Docks	10-40-6124-7000	Lighthouse facility furnishings	5,000	0	5,000	0	Complete in August	1
Rec. Maintenance	10-40-6130-7400	3rd St ball field RR	59,620	7,400	52,220	0	In progress, complete in September	1
		Utility trucks # 807 & 810	63,783	0	63,783	0	On order	
		Total Rec. Maintenance	123,403	7,400		116,003	0	
Total General Fund			930,073	15,919	434,169	479,985		
Water:								
Water Meter Svc.	30-90-7250-7000	AMR meters	110,000		10,000	100,000	Encumber by Dec., complete March	1
Water Treatment	30-90-8100-7400	Van #552 & pickup #565	40,000		38,092	1,908	On order	
Water Maintenance	30-90-8140-7400	Truck #414 body	7,393	7,393		0	Complete	1
Water Construction	30-90-8180-0400	16" WL engineering	61,653	0	61,653		Construction begins Dec., permit submitted	1
	30-90-8180-7400	Summit Ave. water line	168,806		75,420	93,386	Complete by October 1	1,2
Total Water Fund			387,851	7,393	185,165	195,294		

Capital Project Status FY 2014/2015

8/19/2014

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
Electric:								
Electric Director	35-90-7220-0400	Peak Shaving Rate Study	8,962		8,962	0		1
		Total Electric Director	8,962	0	8,962	0		
Electric Meter Service	35-90-7250-7400	Test Switches	1,740		1,740	0	On order	1
		Meters & handhelds	75,000			75,000		
		Total Electric Meter Svc.	76,740	0	1,740	75,000		
Substation Maint.	35-90-8370-7400	Eastern substation breaker	46,513		46,513	0	On order	1
		VDA recloser	20,000			20,000		
		Distribution reclosers	20,000			20,000		
		Capacitors	8,000			8,000		
		E. substation security system	2,500			2,500		
		FRHL & Whar St. bus metering	5,500		4,920	580	On order	
35-90-8370-7401		Main substation rebuild	250,000			250,000		
		Total Substation	352,513	0	51,433	301,080		
Load Management	35-90-8375-7400	Load management switches	70,000			70,000		
Power Line Construction	35-90-8390-7400	2nd St./5th St Rebuild Engine	71,538			71,538	Project ongoing, complete by Sept 30	2
		High School Feeder relocation	134,332		105,755	8,577	Project ongoing, complete by Oct 31	1,2
		Grimesland Feeder Engineering	73,226		33,226	40,000	Project ongoing, complete by Oct 31	1,2
		NC 32 Feeder Engineering	32,299		15,193	17,106	Project ongoing, complete by Sept 30	1,2
		White Post/State-stone Feeder	100,000			100,000	Delayed to FY 15. Not started	2
		NC 32 Feeder rebuild	325,000			325,000	Not started	
		2nd St./5th St Rebuild	300,000			300,000	Compiling material and const. specs.	
		Line truck #617	230,000			230,000	Compiling specs	
		Dually F150 #611	30,000			30,000	Compiling specs	
		Portable air compressor	20,000			20,000	Compiling specs	
		Total Power Line Construct	1,316,395	0	158,173	1,162,221		
		Total Electric Fund			1,824,611	0	216,309	1,608,301
Solid Waste Collection:								
38-90-4710-7400		Two leaf machines	60,000		51,042	8,958	On order	
		Total Solid Waste	60,000	0	51,042	8,958		
Cemetery:								
Cemetery Fund	39-90-4740-5600	Storm drain repairs	7,223		7,223	0	Complete in August	2
		Two equipment sheds	30,000			30,000	Completed by December 31st	
		Total Cemetery	37,223	0	7,223	30,000		
Grand Total			3,364,021	23,344	958,650	2,382,027		

Notes:
1. PO carryforward
2. Project carryforward

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES: NONE

APPOINTMENTS:

By motion of Councilman Mercer, seconded by Councilman Brooks, Council appointed Trent Tetterton to fill a vacant inside position to the Airport Advisory Board ~ term to expire June 30, 2015.

OLD BUSINESS: NONE

NEW BUSINESS:

ACCEPT AND APPROVE – RECOMMENDATION OF THE AIRPORT ADVISORY BOARD
AND APPROVE THE T-HANGAR RENTAL RATES

City Manager, Brian Alligood reviewed that at the September 9, 2014, Airport Advisory Board meeting, the board was presented a request by Mr. Richard Karanian for a quantitative discount for individuals renting more than one t-hangar. Mr. Karanian currently rents two t-hangars and is interested in renting a third one if he can get a reduced rate for renting multiple hangars. Several alternatives were discussed, the Airport Advisory Board unanimously voted to allow for a 15% discount on renting a second t-hangar and a 25% discount on renting a third or more t-hangars. The annual rent will be as follows on all t-hangars:

Annual rent for one t-hangar:	\$2,540
Annual rent for second t-hangar:	\$2,159

Annual rent for third (or more) t-hangar(s): \$1,905

Mr. Alligood stated that discounted rental rates would make Warren Field Airport more competitive with similar airports in the area.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council accepted the recommendation of the Airport Advisory Board and set the t-hangar rental rates as described.

ACCEPT – BROWN LIBRARY PROPOSED LEGISLATIVE GOALS (NCLM)

Councilman Pitt explained several months ago the League of Municipalities sought goals from City Council. The Advocacy Goal meeting is in December and this goal by Brown Library will be submitted. All goals will have to be Council endorsed and the Board will take all the goals being presented and make a decision. This request is from Brown Library to restore the State Aid funding to the Public Library.

Public Education

LIBRARY GOAL – Restore funding to State Aid to Public Libraries Fund to the pre-2011 level of \$15.7 million; and eliminate special provisions that distribute State Aid outside of the equitable formula developed by the State Library Commission.

Public libraries are critical contributors to local workforce development by providing access to computers, job search assistance, small business support, and help with educational goals. Free early literacy programs and materials ensure that all children can attain the skills needed for success in the formal classroom. Public libraries are integral to our communities as centers of lifelong learning accessible to all citizens.

Support for public libraries is a matter of state policy as described in GS 125-7. The State Aid fund supplements, but does not replace, local funding and is distributed to the 80 library systems by a population and per capital income based formula developed by the State Library Commission. As such, State Aid is a critical component of each library's operating budget.

By motion of Mayor Pro tem Roberson, seconded by Councilman Mercer, Council accepted the proposed legislative goal to be submitted to the League Legislative Action Committee.

ADOPT – DECLARATION OF RESTRICTIVE COVENANTS FOR THE HAVENS GARDENS REPLACEMENT PROPERTIES

The N.C. Department of Environment and Natural Resources received LWCF approval from the National Park Service as part of the City's request to use a half-acre of recreational land at Havens Gardens. This would allow the N.C. Department of Transportation could replace the N.C. Highway 32 bridge that connects Washington to Washington Park at Havens Gardens.

City Attorney, Franz Holscher reviewed the property replacement program. He explained the land replacement is not done by replacing a piece of land with another piece of land of the same size, but is based on dollar value.

The replacement properties were obtained with LWCF money and must be used for public recreation purposes only in perpetuity. The replacement properties include a recent 3.5 acre addition to the Susiegray McConnell Sports Complex and two other additions (one 5.61 acres, the other 3.439 acres) to the complex and the Bobby Andrews Center

By motion of Councilman Mercer, seconded by Councilman Brooks, Council adopted the Declaration of Restrictive Covenants and Notice of Limitations of Use and Restriction for the Havens Gardens replacement properties.

1854 PG 878



INSTRUMENT # 2014004275

FOR REGISTRATION REGISTER OF DEEDS
Jennifer Leggett Whitehurst
Beaufort County, NC
September 24, 2014, 10:47:46 AM
Book 1854 Page 878-881
FEE: \$26.00
INSTRUMENT # 2014004275

PREPARED BY and RETURN TO:
RODMAN, HOLSCHER, PECK & EDWARDS,
P. A., Attorneys at Law
320 N. Market St., P. O. Box 1747
Washington NC 27889
Telephone: (252) 946-3122

NORTH CAROLINA
BEAUFORT COUNTY

DECLARATION OF RESTRICTIVE
COVENANTS AND NOTICE OF LIMITATIONS
OF USE AND RESTRICTIONS

THIS DECLARATION OF RESTRICTIVE COVENANTS AND NOTICE OF
LIMITATIONS OF USE AND RESTRICTIONS is made this 22nd day of September, 2014,
by THE CITY OF WASHINGTON (hereinafter may be referred to as "Declarant"), a body
politic and owner of the following property:

PARCEL ONE: That certain tract or parcel of land lying and being in Washington
Township, Beaufort County, North Carolina, more particularly described as follows:

BEING all of that 3.50 acres as shown on that Plat of Survey entitled, "The City of
Washington 3.50 acre tract for the Susiegray McConnell Sports Complex Addition",
dated August 9, 2007 by Inner Banks Surveying and Mapping, PC of record in Plat
Cabinet H, Slide 40-3, Beaufort County Registry, to which plat reference is herein made
for a more complete and adequate description.

This also being the property conveyed to the City of Washington by deed of record in
Book 1697, Page 341, Beaufort County Registry, to which deed reference is herein made
for a more complete and adequate description.

PARCEL TWO: That certain tract or parcel of land lying and being in Washington
Township, Beaufort County, North Carolina, more particularly described as follows:

1

1854 PG 879

BEING all of Parcel "1" containing 5.36 acres and Parcel "2" containing 0.25 acre as
shown on that Plat of Survey entitled, "The City of Washington" dated May 25, 2010 by
Waters Surveying, Inc. of record in Plat Cabinet H, Slide 54-7, Beaufort County
Registry, to which plat reference is herein made for a more complete and adequate
description.

This also being the property conveyed to the City of Washington by deed of record in
Book 1725, Page 426, Beaufort County Registry, to which deed reference is herein made
for a more complete and adequate description.

PARCEL THREE: That certain tract or parcel of land lying and being in the City of
Washington, Beaufort County, North Carolina, more particularly described as follows:

BEING all of Tract "A" containing 3.439 acres by coordinates as platted on survey map
dated May 21, 2008 entitled "Beaufort County Board of Education" prepared by Mayo
and Associates, P.A., of record in Plat Cabinet H, Slide 32-8, Beaufort County Registry,
to which reference is herein made and incorporated herein for a more complete and
adequate description.

This also being the property conveyed to the City of Washington by deed of record in
Book 1726, Page 120, Beaufort County Registry, to which deed reference is herein made
for a more complete and adequate description.

The above described parcels shall be referred to herein collectively as the "Property".

WITNESSETH:

THAT WHEREAS, Declarant is the present owner of the Property;

WHEREAS, the North Carolina Department of Environment and Natural Resources
(hereinafter referred to as "DENR") received Land and Water Conservation Fund (hereinafter
referred to as "LWCF") approval (hereinafter referred to as "Conversion Approval") from the
National Park Service (hereinafter referred to as "NPS") for Declarant's request to convert .50
acres at Havens Gardens Park (hereinafter referred to as "Converted Property") to allow the
North Carolina Department of Transportation to replace the North Carolina Highway 32 bridge
located in the City of Washington, Beaufort County, North Carolina;

WHEREAS, the LWCF Conversion Approval required Declarant to replace the
Converted Property with the above described Property as new park land adjacent to existing
parks owned by Declarant;

2

1854 PG 880

WHEREAS, the LWCF Conversion Approval required Declarant to place a "... LWCF affidavit/notification of limitation of use statement as part of each deed ..." for the Property;

WHEREAS, pursuant to Waivers of Retroactive Participation Policy from NPS, Declarant purchased the Property prior to said Conversion Approval; and

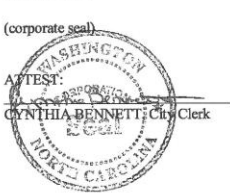
WHEREAS, DENR has requested Declarant file in the office of the Register of Deeds of Beaufort County, the county in which the Property is situate, a Notice of Limitations of Use and Restrictions which sets forth the land use restrictions required by LWCF as follows.

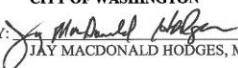
NOW THEREFORE, in consideration of receiving said Conversion Approval, Declarant does hereby declare that the Property referenced above shall be perpetually subject to the following restrictions and covenants.

1. The Property has been acquired/developed with federal Land and Water Conservation Fund assistance from the National Park Service and pursuant to the requirements of that program must be used for public recreation purposes only in perpetuity.

The terms of this Declaration of Restrictive Covenants and Notice of Limitations of Use and Restrictions shall run with the land and shall bind and inure to the benefit of all current or future heirs, personal representatives, successors and assigns of each present or future owner of the Property which is the subject of this Declaration.

IN WITNESS WHEREOF, the City of Washington has caused this instrument to be executed by its duly authorized officials and sealed with the City seal, this day and year first above written.

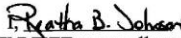


CITY OF WASHINGTON
BY:  (Seal)
JAY MACDONALD HODGES, Mayor

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STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT

 a Notary Public of the State and County aforesaid, certify that CYNTHIA BENNETT personally appeared before me this day and acknowledged that she is City Clerk of the CITY OF WASHINGTON, a North Carolina municipal corporation, and by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by JAY MACDONALD HODGES, its Mayor, sealed with its corporate seal and attested by herself as its City Clerk.

WITNESS my hand and official seal, this the 22 day of September, 2014.


NOTARY PUBLIC
My Commission expires: 12th Dec 2014



ANY OTHER ITEMS FROM CITY MANAGER:

City Manager, Brian Alligood explained staff is seeking more aggressive alternatives when it comes to collecting monies owed to the City, including some properties on which it has liens. The City has delinquent accounts and liens on property and explained how staff proposes to move forward. We have liens on some property within the City that are for demolition, but the majority of our liens that we have on property in the City are for things like nuisance abatement – grass cutting, lawn mowing – those kind of things. Mr. Alligood noted there’s an outstanding balance of about \$88,000. He suggested the City might want to carefully consider instituting foreclosures on some of the properties. If Council decides to go through the foreclosure process, it adds about \$5,000 to the process to do all the legal work to foreclose on a piece of property. Staff is seeking policy direction from Council on how to proceed with lien property (possible garnish and attachments). There are other remedies for the City to use besides foreclosure. We can do wage garnishment and attachment. Mr. Alligood explained there is a statutory provision to do this. This is another piece to add to the arsenal to recover outstanding debt due to the City.

Councilman Mercer inquired about delinquent utilities and medical accounts. Mr. Alligood explained that the remedy for delinquent utilities accounts is to cut them off. Under medical accounts they can be treated as a tax due; however, you are required to make notice of that within 90 days before you do it and then you have to do it before 180 days and a lot of time you will still be tied up in insurance. Under utilities, sewer and water the remedy to collect those are discontinuing service and submission to debt set-off or you can take a civil suit. Under the debt set-off program, if a property owner is due a tax refund from the State, all or part of that refund is used to settle the lien.

By consensus, Council directed staff to move forward with garnishment and attachments (garnishment of wages or attach bank account).

ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL:

Mayor Hodges expressed that direction was given to Council to set goals and objectives for the Manager and requested members to discuss their goals.

Councilman Mercer comments:

- Budget preparation (list of eight items directly related to the budget)
 - Reduce transfer from Electric Fund to General Fund to \$250,000
 - Minimize Fund Balance appropriations in all cost centers
 - Evaluate equipment replacement on use as well as time schedule
 - Consider outsourcing commercial trash collection and other areas which outsourcing might be appropriate
 - Review rates to insure revenue will cover a continuation budget
 - If item is not in CIP, a detailed explanation of why needed
 - Review Administrative Charges and method for assessing to all funds
 - Look to establish a Grant Writing position (new or combination of current positions)
- Program preparation (list of eight items)
 - Attempt to schedule quarterly meetings with the County Commissioners (or part of the Board) with Council to discuss areas of mutual concern
 - Continue regular meeting of City and County leaders in the area of economic development
 - Review Boards and Commissions to insure they are meeting Council expectations and guidelines for their conduct set forth by City Code. Council needs to set some goals for each Board and convey those goals during a meeting with the Board (could be during the second meeting of the month)
 - Update CIP
 - Continue review of organizations structure and ways to reduce staff
 - Routine review of Personnel Policy for adjustments
 - Review and update City website
 - Need to review policies, then implement, revise or repeal as needed

Councilman Pitt comments:

- Master plan Beebe Park
- Formation of Youth Council (assign student to Council to learn about local government)
- Make Community totally inclusive – joint meetings with County Commissioners and the School Board
- Plan to fill in loss revenue from privilege license tax (how to replace the dollar amounts)
- Hotel Downtown (Brian is currently engaged)
- Green fleet Policy (accept create and use a Green Fleet Policy or do away with it)
- Work hard to sell recycling to citizens
- Work to create sports opportunities for adult's not just Senior programs
- Wi-Fi Downtown

Mayor Hodges:

- Grant finder (Mid-East made available to the City last year if this is the same program)?
- Havens Gardens & Beebe Park revisited
- Downtown Hotel
- Revenue generation without raising taxes

- Addressing 911 System
- Events calendar and Kiosk Downtown
- Don't raise tax rate

Councilman Brooks:

- Don't raise taxes
- Beebe Park
- Help Recreation Department – keep people active
- Police Department

Mayor Pro tem Roberson:

- Police Department (current location of physical building / public safety setup)
- Drainage – flooding – Jack's Creek – action plan for those in 100 year flood area and application process – FEMA
- Good budget process for the Mayor & City Council in conjunction with the Manager – (reference Tarboro's situation)
- City Employees payroll classification plan /positions in conjunction with the plan (Susan Hodges confirmed it had been 10 years)
- Insurance program for employees look at on a annual basis (commended Susan Hodges on doing a great job)
- Wellness in the Workplace continue

Councilman Beeman:

- Evaluation program for Manager (easier/better program)
- Reduce overtime
- Maintain / improve safety
- Havens Gardens
- Parks & Recreation (find another place for a Soccer Field)

Councilman Mercer requested having the list compiled and forwarded to Council.

CLOSED SESSION:

CLOSED SESSION – UNDER NCGS § 143-318.11(a)(5) ACQUISITION OF PROPERTY FOR ECONOMIC DEVELOPMENT, AND 143-318.11(a)(1) DISCLOSURE OF CONFIDENTIAL INFORMATION, AND 143-318.10(E) THE PUBLIC RECORDS ACT

By motion of Councilman Pitt, seconded by Councilman Brooks, Council agreed to enter into closed session under NCGS § 143-318.11(a)(5) Acquisition of Property for Economic Development and 143-318.11(a)(1) Disclosure of Confidential Information, and 143-318.10(e) The Public Records Act.

By motion of Mayor Pro tem Roberson, seconded by Councilman Beeman, Council agreed to come out of closed session at 8:15pm.

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council authorized the City Manager to negotiate an option contract or option contracts and enter a letter or letters of interest to purchase property for economic development purposes and bring the same back to City Council for final approval.

ADJOURN

By motion of Councilman Pitt, seconded by Councilman Brooks, Council adjourned the meeting at 8:16pm until Monday, October 6, 2014 at 5:30pm in the Council Chambers at the Municipal Building.

Cynthia S. Bennett, CMC
City Clerk